

## **3 FAM 5300 DEPARTMENT RELATIONSHIPS WITH EMPLOYEE ORGANIZATIONS**

### **3 FAM 5310 DEPARTMENT RELATIONSHIPS WITH ORGANIZATIONS REPRESENTING FEDERAL EMPLOYEES AND OTHER ORGANIZATIONS**

*(CT:PER-662; 11-22-2011)*  
*(Office of Origin: DGHR/PC)*

#### **3 FAM 5311 AUTHORITY**

*(CT:PER-662; 11-22-2011)*  
*(State Only)*  
*(Applies to Civil Service and Foreign Service Employees)*

These matters are addressed in 5 CFR 251, Agency Relationships with Organizations Representing Federal Employees and Other Organizations.

#### **3 FAM 5312 PROCEDURES**

##### **3 FAM 5312.1 Establishment of Consultative Relationship**

*(CT:PER-662; 11-22-2011)*  
*(State Only)*  
*(Applies to Civil Service and Foreign Service Employees)*

- a. In order for a management or other association to establish a consultative relationship, it must demonstrate a level of membership support at an organizational level that is substantial enough to ensure a worthwhile dialogue with the Department and, therefore, to warrant establishment of

the relationship.

- b. An association *must* address a written request for establishing or continuing a consultative relationship to the *Office* of the Labor-Management Negotiator, *DGHR/PC/LM*, Room 6217 Main State, Washington, DC 20520. The request *must* include:
  - (1) A statement regarding why the association believes an official consultative relationship should be established or continued;
  - (2) A copy of the association's current constitution and bylaws, which must indicate that the association subscribes to minimum standards of fiscal responsibility and employs democratic principles in the nomination and election of its officers;
  - (3) A list of the names and addresses of current officers of the association and, where applicable, subordinate organizations (e.g., chapters); and
  - (4) A statement that the association does not discriminate with regard to the terms or conditions of membership on the basis of race, color, religion, sex, *sexual orientation*, age, national origin, or handicapping condition.
- c. *DGHR/PC/LM* will prepare a written reply addressed to the association approving or disapproving its request. A copy of the reply *must* be sent to *the Bureau of Administration's Office of Facilities Management Services (A/OPR/FMS)*. The decision of *DGHR/PC/LM* is final and not subject to review.

### **3 FAM 5312.2 Consultation on Department Matters**

*(CT:PER-662; 11-22-2011)*

*(State Only)*

*(Applies to Civil Service and Foreign Service Employees)*

When an official consultative relationship exists with an association of management officials and/or supervisors, dealings may:

- (1) Include meetings between association representatives and the Department;
- (2) Provide an opportunity for association representatives to assist in the design of policy; and
- (3) Provide an opportunity to review and comment on proposed policy

relating to personnel management, planning, production, and other areas of management concern.

## **3 FAM 5313 DUES WITHHOLDING**

### **3 FAM 5313.1 Associations of Management Officials and/or Supervisors**

*(CT:PER-549; 06-21-2005)*

*(State Only)*

*(Applies to Civil Service and Foreign Service Employees)*

Dues withholding for associations of management officials and/or supervisors is covered by 5 CFR 550.331.

### **3 FAM 5313.2 All Other Organizations**

*(CT:PER-549; 06-21-2005)*

*(State Only)*

*(Applies to Civil Service and Foreign Service Employees)*

Under 5 CFR 550.331(b), an agency may permit an employee to make an allotment for any legal purpose deemed appropriate by the Secretary. The Department may provide for the allotment of dues for organizations representing Department employees under that section.

## **3 FAM 5314 THROUGH 5319 UNASSIGNED**